

DA 88-0310

9 February 1988

NOTE FOR: DA Office Directors

STAT FROM:
Chief, DDA Management Staff

SUBJECT: 1) Quarterly Action Items
2) Request for Management Staff Candidates

Quarterly

- Attached FYI are the action items resulting from our last Quarterly.
- The DDA/ADDA have already tasked your Deputies with conducting a zero-based review of Directorate positions and developing a Handbook for first-line supervisors.
- We may ask for brief status reports at our next session.
- Toward the end of March I'd appreciate your forwarding to me your suggestions regarding Ed's proposed topics for next time as well as any other items you might like to see on our next or some future agenda.

Management Staff Candidates

- Between now and June I need to replace two Planning Officers on our staff.
- I would appreciate it if you could nominate a strong candidate.
- We need GS-14/15-level officers with strong writing and interpersonal skills.
- I hope you'll consider this an opportunity to provide one of your high potential officers with Directorate-level experience -- and to explain and defend our high priority programs.

Appreciate your help.

DD/A REGISTRY

FILE: *AM-29*

STAT

STAT Attachment
As stated

cc: DDA
ADDA
EXA
CMS

STAT

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- 1 - Ea Addressee w/att
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